

# Site Remediation Program Electronic Data Interchange Manual

Last Updated: February 21, 2013

## Preface

Welcome to the new Electronic Data Interchange manual. The New Jersey Department of Environmental Protection's (NJDEP) Site Remediation Program (SRP) has updated the SRP Electronic Data Interchange (EDI) manual to coincide with the new Electronic Data Deliverables (EDD) format. The new EDI manual has been released in concert with a new version of SRP's Electronic Data Submittal Application (EDSA7) which is an application that checks the accuracy of SRP EDD. The new EDSA is now known as EDSA7. The new EDI manual includes all the updated table and field definitions required for accurate SRP EDDs. The new EDI manual also includes a submission process which coincides with the Licensed Site Remediation Professional (LSRP) Program being implemented by SRP.

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## 1.0 Introduction

### Electronic Data Deliverables for SRP

Requirements for the SRP's electronic data deliverables are included in the Administrative Requirements for the Remediation of Contaminated Sites (ARRCS Rule), (N.J.A.C. 7:26C-1.6) and the Technical Requirements for Site Remediation (Tech Rule), (N.J.A.C. 7:26E-1.6). The regulations require that sample location information and result information from the analysis of the samples, be provided to SRP in an electronic format. In this way, your

data can be entered into our data management system, and be made accessible for internal and external data sharing. **Exemptions are listed in [Who needs to submit data?](#)**

The ARRC Rule simply states, in sub-chapter 1.6, that the submittal of “laboratory data deliverables” are required in an electronic format. The Tech Rule, also in sub-chapter 1.6, goes into more detail and lists some of the required fields, timeframes, additions and exceptions. In the pages that follow, the EDI manual will thoroughly explain what is required and how to submit it to SRP. The sample data being submitted by you will help the SRP investigator/review staff process your information accurately and efficiently.

It’s important to remember that complete, accurate data deliverables begin with the LSRP. Without quality deliverables the sampling data cannot produce accurate reports. Without accurate reports, using the data successfully becomes extremely difficult. SRP data uses, such as LSRP Data Miner reports and the Remedial Priority System, requires quality data.

NOTE –An EDD may be prepared by a Licensed Site Remediation Professional (LSRP) or a qualified data preparer on behalf of the responsible party, but the obligation of submitting an accurate EDD lies with the person responsible for conducting the remediation.

## Full Laboratory Deliverables

Full laboratory deliverables for “potable water, vapor intrusion (sub-slab, indoor, and ambient), polychlorinated dibenzo-p-dioxins/polychlorinated dibenzofurans (PCDDs/PCDFs), and hexavalent chromium soil sample results” are also required by SRP. The [Technical Requirements for Site Remediation \(Tech Rule\), \(N.J.A.C. 7:26E-2.1 and 2.2\)](#) and [Appendix A of the Tech Rule](#), details how to submit full laboratory deliverables for specific methods and/or analytes and media. More details on the method-specific requirements for vapor intrusion data deliverables (i.e. the TO-15 Conversion Table) are available via [NJDEP Method LLTO-15](#). The [NJDEP Method LLTO-15 Appendix](#) also includes significant information. Detailed guidance on remediating vapor intrusion contamination is available via the [Vapor Intrusion Technical Guidance](#).

Please note that these full laboratory deliverables are frequently submitted to the Department prior to the submission of the key documents due to the time frames defined in the Tech Rule.

## Conclusion

Full laboratory deliverable criteria **are not explained** in the EDI Manual. Only electronic data deliverable criteria are explained here. However, it is important to note that the NJDEP Method LLTO-15, the NJDEP Method LLTO-15 Appendix and the Vapor Intrusion Technical Guidance **have not been updated** yet and do contain data that have been deleted or edited in the EDI Manual. Please follow the EDI Manual when submitting electronic data deliverables to the SRP. The NJDEP Method LLTO-15, the NJDEP Method LLTO-15 Appendix and the Vapor Intrusion Technical Guidance are being updated and will be released later this year. Upon release, these documents will be in concert with the 2012 SRP EDI Manual.

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## 2.0 The Data Tables

A complete data deliverable requires three tables which must be submitted to SRP in three separate files. These files are:

- The **DATASET FILE** which briefly defines the data being submitted;
- The **SAMPLE FILE** which contains information about each sample collected; and
- The **RESULT FILE** which contains the results of each sample's analysis.

There is a one-to-many relationship between the three files. For example, if you are reporting a dataset where five (5) samples were collected, and each sample was analyzed for twenty (20) different analytes, the tables submitted must be constructed as follows:

- A Dataset Table with column headers and one (1) data record;
- A Sample Table with column headers and five (5) sample data records; and
- A Result Table with column headers and one hundred (100) analyte data records (5 samples x 20 analytes = 100 analytes).

Each row of data corresponds to one record in a text file.

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## 3.0 Data Formats

The analysis of sample data must be completed by a certified lab. However, if your lab is not satisfying all of the EDI criteria or you have old non compliant data or hard copy data or you're preparing sample data for submittal to a lab...etc, SRP has supplied the required format below. There are three options that can be used to create your electronic data deliverable. It is extremely important to follow the required format for all your EDDs. If the format shown below is not the final format that is submitted to the SRP, the submittal will fail. An EDD may be prepared by a Licensed Site Remediation Professional (LSRP) or a qualified data preparer on behalf of the responsible party, but the obligation of submitting an accurate EDD lies with the person responsible for conducting the remediation.

### 3.1 The SRP Template Format

An LSRP or data preparer having access to a computer but limited means of computer support, may find it easier to use the SRP Template Format to meet the data deliverable requirements. The SRP Template Format is a basic, stand-alone spreadsheet which outputs to a text, tab-delimited format. All of the required fields are identified in the spreadsheet by column headers. This option is most suitable where the number of samples and the number of analytes for each sample are relatively small, since every result of every sample will have a separate record (separate row in the spreadsheet). The SRP Template and instructions on how to use this option are available in [Appendix 1](#).

### 3.2 The Spreadsheet Format

An LSRP or data preparer having access to and familiarity with spreadsheet software can create files with a spreadsheet product. Each table must be a separate spreadsheet and saved as a "tab delimited text " (i.e., ASCII, tab-delimited) format. The table definitions and field definitions are described in section 4.0 of this manual. It is absolutely essential that the

formats shown below are strictly followed for field names, widths, order, formatting, etc., or the submission will fail.

### 3.3 The Database Format

An LSRP or data preparer having access to and familiarity with database software can create files with a database product and save each table in a "tab delimited text" (i.e., ASCII, tab-delimited) format. The table definitions and field definitions are described in section 4.0 of this manual. It is absolutely essential that the formats shown below are strictly followed for field names, widths, order, formatting, etc., or the submission will fail.

## 4.0 Table Definitions & Field Definitions

The table definitions and field definitions for each table are shown below. It is absolutely essential that these table formats are strictly followed.

### 4.1 The Dataset File (DTST)

The Dataset can be defined as the electronic equivalent of the cover page for the sampling and analytical results that are submitted to the SRP. The DATASET file provides basic information about the sampling event, including site description, investigation phase, consultant, submittal date, and other information. There should be only one record in each Dataset file. The Dataset may represent one or more sampling episodes at a site. For example, the sampling and analytical results of four rounds of quarterly monitoring (at the same site) can be submitted as a single dataset. Valid values are required for several of the DATASET table fields.

#### 4.1a DTST Table Definitions

Position	Field Name	Aka Name	Field Type	Length	Decimals	Required
<u>1</u>	<u>Directory</u>	-	<u>C</u>	<u>8</u>	-	<u>Y</u>
<u>2</u>	<u>Desc</u>	-	<u>C</u>	<u>40</u>	-	<u>Y</u>
<u>3</u>	<u>SRPID</u>	-	<u>C</u>	<u>16</u>	-	<u>Y</u>
<u>4</u>	<u>Consultant</u>	-	<u>C</u>	<u>40</u>	-	<u>Y</u>
<u>5</u>	<u>Phase</u>	-	<u>C</u>	<u>12</u>	-	-
<u>6</u>	<u>Status</u>	-	<u>C</u>	<u>10</u>	-	-
<u>7</u>	<u>Transmit</u>	-	<u>C</u>	<u>1</u>	-	-

8	<u>Submitdate</u>	-	<u>D</u>	8	-	<u>Y</u>
9	<u>Packnum</u>	-	<u>N</u>	2	0	-
10	<u>Contactnam</u>	-	<u>C</u>	60	-	<u>Y</u>
11	<u>Contacttel</u>	-	<u>N</u>	10	0	<u>Y</u>
12	<u>Contactext</u>	-	<u>N</u>	10	0	-
13	<u>Contactema</u>	-	<u>C</u>	254	-	<u>Y</u>

C = Character, N = Number, D = Date/Time

## 4.2 The Sample File (HZSAMPLE)

The second file you will create is the SAMPLE file. The SAMPLE file contains information about each sample collected at a site. The information is roughly equivalent to field notes, and includes: sample number, date, matrix, field identification, location information, etc. There should be one sample record for each sample collected.

A unique sample record is created collectively by the following fields: the SRP ID, the Sample Date, and the Sample Number. Therefore, there can be identical Sample Numbers in a dataset as long as those samples were collected on different dates. Valid values are required for several of the SAMPLE table fields. The required valid values are listed in [Appendix 2](#).

A SRP ID is a unique identifier used to create a unique sample record. Acceptable SRP IDs are:

- **Incident Number:** An example of the Incident Number is 98-01-31-1422-35. This format represents YY-MM-DD, followed where available by HH-MM-SS where YY = Year, MM = Month, DD = Day, HH = Hours in military time, MM = Minutes, and SS = Seconds. Dashes may be omitted.
- **TMS Closure Number :**A TMS closure number (ie C98-0001, N98-0001) is acceptable.
- **ISRA Number:** A former ISRA number, E##### (ie : E99001 or E20040122)
- **EPA Number:** EPA numbers (ie NJD##### or NJL#####) are acceptable.
- **Preferred ID:** Sometimes referred to as SRP ID. Excepted formats are 012345 and G000012345. Preferred IDs are always 6 characters or 10 characters long. Preferred IDs that are 10 characters long always begin with a "G".

**The preparer must name the Sample file HZSAMPLE.**

### 4.2a HZSAMPLE Table Definitions

Position	Field Name	Aka Name	Field	Length	Decimals	Required
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			Type			
1	<u>SRPID</u>	=	C	<u>24</u>	-	<u>Y</u>
2	<u>Sampdate</u>	=	D	<u>8</u>	-	<u>Y</u>
3	<u>Sampnum</u>	=	C	<u>50</u>	-	<u>Y</u>
4	<u>Samptime</u>	=	C	<u>25</u>	-	-
5	<u>DupSamp</u>	<u>SampDup</u>	C	<u>1</u>	-	<u>Y</u>
6	<u>Matrix</u>	<u>SampMatrix</u>	C	<u>15</u>	-	<u>Y</u>
7	<u>Fieldid</u>	<u>FieldLocId</u>	C	<u>20</u>	-	<u>Y</u>
8	<u>Aocid</u>	=	C	<u>60</u>	-	-
9	<u>Lat degree</u>	=	N	<u>10</u>	<u>7</u>	<u>1</u>
10	<u>Lat minute</u>	=	N	<u>8</u>	<u>6</u>	<u>1</u>
11	<u>Lat second</u>	=	N	<u>6</u>	<u>3</u>	<u>1</u>
12	<u>Lon degree</u>	=	N	<u>10</u>	<u>7</u>	<u>1</u>
13	<u>Lon minute</u>	=	N	<u>8</u>	<u>5</u>	<u>1</u>
14	<u>Lon second</u>	=	N	<u>6</u>	<u>3</u>	<u>1</u>
15	<u>Sp_x</u>	=	C	<u>14</u>	-	<u>1</u>
16	<u>Sp_y</u>	=	C	<u>14</u>	-	<u>1</u>
17	<u>Depth top</u>	<u>Depth Samp Top</u>	C	<u>6</u>	-	<u>2</u>
18	<u>Depth botm</u>	<u>Depth Samp Botm</u>	C	<u>6</u>	-	<u>2</u>
19	<u>GroundElev</u>	=	C	<u>6</u>	-	-
20	<u>Well elev</u>	<u>WellElev</u>	C	<u>6</u>	-	-

21	<u>Samptype</u>	<u>SamLocType</u>	C	15	-	Y
22	<u>Datetolab</u>	-	D	8	-	Y
23	<u>Sampmethod</u>	-	C	15	-	-
24	<u>Samptime</u>	-	C	254	-	-
25	<u>Submitdate</u>	-	D	8	-	Y
26	<u>Qaqc</u>	-	C	15	-	-
27	<u>Coordmeth</u>	-	C	15	-	1
28	<u>Coordnote</u>	-	C	10	-	-
29	<u>GWDepthPri</u>	<u>DepToGwPrior</u>	C	7	-	-
30	<u>GWDepthPos</u>	<u>DepToGwPost</u>	C	7	-	-
31	<u>Screentop</u>	-	C	7	-	-
32	<u>Screenbot</u>	-	C	7	-	-
33	<u>Wellpermit</u>	-	C	20	-	-
34	<u>Srp_dir</u>	-	C	8	-	-
35	<u>Samplabid</u>	<u>LABID</u>	C	20	-	-

C = Character, N = Number, D = Date/Time

### 4.3 The Result File (HZRESULT)

The third file you will create is the RESULT File. The RESULT file includes the results of the analysis of the sample. Fields include the Sample Number, Sample Date, Lab ID, the name of the analyte or parameter, the concentration of the result, QA Qualifier, Method Detection Limit, etc. Valid values are required for several of the RESULT table fields. Some of the required valid value tables are listed in [Appendix 3](#). Each analyte analyzed requires a result record.

LAB NOTES:

- Sample results should not include laboratory generated quality control samples. Examples of laboratory generated quality control samples are shown in [APPENDIX 3.5](#) of this manual.
- Sample results should not include the concentration of any surrogate standard (sometimes known as a system monitoring compound or a deuterated monitoring compound) or internal standards that might have been added to a normal environmental sample.
- If a sample result must include laboratory generated samples, surrogates standards or internal standards use one of the appropriate RESULTTYPE values listed in [APPENDIX 3](#) of the EDI manual.

*\*If a certified lab already completed a results file for you, it can be submitted to SRP as is.*

**The preparer must name the Result file HZRESULT.**

### 4.3a HZRESULT Table Definitions

Position	Field Name	Aka Name	Field Type	Length	Decimals	Required
<u>1</u>	<u>SRPID</u>	-	<u>C</u>	<u>24</u>	-	<u>Y</u>
<u>2</u>	<u>Sampdate</u>	-	<u>D</u>	<u>8</u>	-	<u>Y</u>
<u>3</u>	<u>Sampnum</u>	-	<u>C</u>	<u>50</u>	-	<u>Y</u>
<u>4</u>	<u>Labid</u>	<u>Samplabid</u>	<u>C</u>	<u>20</u>	-	<u>Y</u>
<u>5</u>	<u>Tdanalyz</u>	-	<u>C</u>	<u>20</u>	-	-
<u>6</u>	<u>Labname</u>	-	<u>C</u>	<u>20</u>	-	-
<u>7</u>	<u>Njdlabcert</u>	-	<u>C</u>	<u>7</u>	-	<u>Y</u>
<u>8</u>	<u>Resulttype</u>	-	<u>C</u>	<u>1</u>	-	<u>Y, 4</u>
<u>9</u>	<u>Analtparam</u>	-	<u>C</u>	<u>60</u>	-	<u>Y</u>
<u>10</u>	<u>Cas</u>	-	<u>C</u>	<u>15</u>	-	<u>Y</u>
<u>11</u>	<u>Filtunfilt</u>	-	<u>C</u>	<u>1</u>	-	<u>Y</u>
<u>12</u>	<u>Conc</u>	-	<u>C</u>	<u>12</u>	-	<u>Y</u>
<u>13</u>	<u>Concunits</u>	-	<u>C</u>	<u>15</u>	-	<u>Y</u>

14	Qaqual	-	C	7	-	-
15	Mdl	-	C	12	-	3
16	Quanttype	-	C	8	-	3
17	Quantlevel	-	C	12	-	3
18	Anlys_mthd	AnlysMethd	C	35	-	Y
19	QAQC	QAQC SDG	C	12	-	4
20	Uncor conc	-	C	12	-	4
21	Uncor unit	-	C	15	-	4
22	Reten time	-	C	8	-	5
23	Dilut fac	-	C	12	-	-
24	Prep_mthd	-	C	35	-	-
25	Clnup_mthd	-	C	35	-	-

C = Character, N = Number, D = Date/Time

### Required Fields

- Coordinate data should be one of the following
  - SP\_X, SP\_Y
  - LAT\_DEGREE, LAT\_MINUTE, LAT\_SECOND, LON\_DEGREE, LON\_MINUTE, LON\_SECOND
  - LAT\_DEGREE, LON\_DEGREE as decimal degrees and LAT\_MINUTE, LAT\_SECOND, LON\_MINUTE, LON\_SECOND set to 0
- Data are required if sampling includes soils
- These fields must follow one of these conditions  
RESULTTYPE is filled in or MDL is filled in or QUANTTYPE and QUANTLEVEL is filled in
- Data are required if sampling method is TO-15
- Data are required if RESULTTYPE = 'T'

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## 5.0 Mandatory Fields

### 5.1 Required Fields for All submissions

**DTST**

Position	Field Name	Aka Name	Field Type	Length	Decimals	Required
<u>1</u>	<u>Directory</u>	-	<u>C</u>	<u>8</u>	-	<u>Y</u>
<u>2</u>	<u>Desc</u>	-	<u>C</u>	<u>40</u>	-	<u>Y</u>
<u>3</u>	<u>SRPID</u>	-	<u>C</u>	<u>16</u>	-	<u>Y</u>
<u>4</u>	<u>Consultant</u>	-	<u>C</u>	<u>40</u>	-	<u>Y</u>
<u>8</u>	<u>Submitdate</u>	-	<u>D</u>	<u>8</u>	-	<u>Y</u>
<u>10</u>	<u>Contactnam</u>	-	<u>C</u>	<u>60</u>	-	<u>Y</u>
<u>11</u>	<u>Contacttel</u>	-	<u>N</u>	<u>10</u>	<u>0</u>	<u>Y</u>
<u>13</u>	<u>Contactema</u>	-	<u>C</u>	<u>254</u>	-	<u>Y</u>

C = Character, N = Number, D = Date/Time

**HZSAMPLE**

Position	Field Name	Aka Name	Field Type	Length	Decimals	Required
<u>1</u>	<u>SRPID</u>	-	<u>C</u>	<u>24</u>	-	<u>Y</u>
<u>2</u>	<u>Sampdate</u>	-	<u>D</u>	<u>8</u>	-	<u>Y</u>
<u>3</u>	<u>Sampnum</u>	-	<u>C</u>	<u>50</u>	-	<u>Y</u>
<u>5</u>	<u>DupSamp</u>	<u>SampDup</u>	<u>C</u>	<u>1</u>	-	<u>Y</u>
<u>6</u>	<u>Matrix</u>	<u>SampMatrix</u>	<u>C</u>	<u>15</u>	-	<u>Y</u>
<u>7</u>	<u>Fieldid</u>	<u>FieldLocId</u>	<u>C</u>	<u>20</u>	-	<u>Y</u>
<u>21</u>	<u>Samptype</u>	<u>SamLocType</u>	<u>C</u>	<u>15</u>	-	<u>Y</u>
<u>22</u>	<u>Datetolab</u>	-	<u>D</u>	<u>8</u>	-	<u>Y</u>
<u>25</u>	<u>Submitdate</u>	-	<u>D</u>	<u>8</u>	-	<u>Y</u>

C = Character, N = Number, D = Date/Time

**HZRESULT**

Position	Field Name	Aka Name	Field Type	Length	Decimals	Required
<u>1</u>	<u>SRPID</u>	-	C	<u>24</u>	-	Y
<u>2</u>	<u>Sampdate</u>	-	D	<u>8</u>	-	Y
<u>3</u>	<u>Sampnum</u>	-	C	<u>50</u>	-	Y
<u>4</u>	<u>Labid</u>	<u>Samplabid</u>	C	<u>20</u>	-	Y
<u>7</u>	<u>Njdlabcert</u>	-	C	<u>7</u>	-	Y
<u>8</u>	<u>Resulttype</u>	-	C	<u>1</u>	-	Y, 5
<u>9</u>	<u>Analtparam</u>	-	C	<u>60</u>	-	Y
<u>10</u>	<u>Cas</u>	-	C	<u>15</u>	-	Y
<u>11</u>	<u>Filtunfilt</u>	-	C	<u>1</u>	-	Y
<u>12</u>	<u>Conc</u>	-	C	<u>12</u>	-	Y
<u>13</u>	<u>Concunits</u>	-	C	<u>15</u>	-	Y
<u>18</u>	<u>Anlys_mthd</u>	<u>AnlysMethd</u>	C	<u>35</u>	-	Y

C = Character, N = Number, D = Date/Time

**5.2 Required Fields for Coordinates**

**HZSAMPLE**

Coordinate data should be one of the following

- SP\_X, SP\_Y
- LAT\_DEGREE, LAT\_MINUTE, LAT\_SECOND, LON\_DEGREE, LON\_MINUTE, LON\_SECOND
- LAT\_DEGREE, LON\_DEGREE as decimal degrees and LAT\_MINUTE, LAT\_SECOND, LON\_MINUTE, LON\_SECOND set to 0

Position	Field Name	Aka Name	Field Type	Length	Decimals	Required
9	Lat degree	-	N	10	7	1
10	Lat minute	-	N	8	5	1
11	Lat second	-	N	6	3	1
12	Lon degree	-	N	10	7	1
13	Lon minute	-	N	8	5	1
14	Lon second	-	N	6	3	1
15	Sp_x	-	C	14	-	1
16	Sp_y	-	C	14	-	1
27	Coordmeth	-	C	15	-	1

C = Character, N = Number, D = Date/Time

### 5.3 Required fields for Soils

#### **HZSAMPLE**

Data are required if sampling includes soils

Position	Field Name	Aka Name	Field Type	Length	Decimals	Required
17	Depth_top	Depth Samp Top	C	6	-	2
18	Depth_botm	Depth Samp Botm	C	6	-	2

C = Character, N = Number, D = Date/Time

### 5.4 Required fields for RESULTTYPE, MDL, QUANTTYPE & QUANTLEVEL

#### **HZRESULT**

These fields must follow one of these conditions:

- RESULTTYPE is filled in
- MDL is filled in
- QUANTTYPE and QUANTLEVEL is filled in

Position	Field Name	Aka Name	Field Type	Length	Decimals	Required
<u>15</u>	<u>Mdl</u>	-	<u>C</u>	<u>12</u>	-	<u>3</u>
<u>16</u>	<u>Quanttype</u>	-	<u>C</u>	<u>8</u>	-	<u>3</u>
<u>17</u>	<u>Quantlevel</u>	-	<u>C</u>	<u>12</u>	-	<u>3</u>

C = Character, N = Number, D = Date/Time

## 5.5 Required fields for TO-15

### **HZRESULT**

Data are required if sampling method is TO-15

Position	Field Name	Aka Name	Field Type	Length	Decimals	Required
<u>8</u>	<u>Resulttype</u>	-	<u>C</u>	<u>1</u>	-	<u>Y, 4</u>
<u>19</u>	<u>QAQC</u>	<u>QAQC SDG</u>	<u>C</u>	<u>12</u>	-	<u>4</u>
<u>20</u>	<u>Uncor conc</u>	-	<u>C</u>	<u>12</u>	-	<u>4</u>
<u>21</u>	<u>Uncor unit</u>	-	<u>C</u>	<u>15</u>	-	<u>4</u>

C = Character, N = Number, D = Date/Time

## 5.6 Required fields for TIC

### **HZRESULT**

Data are required if RESULTTYPE = 'T'

Position	Field Name	Aka Name	Field Type	Length	Decimals	Required
<u>22</u>	<u>Reten time</u>	-	<u>C</u>	<u>8</u>	-	<u>5</u>

C = Character, N = Number, D = Date/Time

## 5.7 Required fields for Monitoring Wells

### ***HZSAMPLE***

Data are not required if sampling includes monitoring wells at this time, it will be added in a future date.

<b>Position</b>	<b>Field Name</b>	<b>Aka Name</b>	<b>Field Type</b>	<b>Length</b>	<b>Decimals</b>	<b>Required</b>
29	GWDepthPri	DepToGwPrior	C	7	-	6
30	GWDepthPos	DepToGwPost	C	7	-	6
31	ScreenTop	-	C	7	-	6
32	ScreenBot	-	C	7	-	6
33	WellPermit	-	C	20	-	6

C = Character, N = Number, D = Date/Time

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## 6.0 Data Submission

After your submittal has passed the EDSA7 checker, the data preparer must attach all three tables to an email and send the email to [srpedd@dep.state.nj.us](mailto:srpedd@dep.state.nj.us). The subject box of the email must include the Preferred ID and the SRPID, separated by a comma. The body of the email must specify exactly what data are being submitted. The body of the email must include:

- Case Name
- Directory
- Submit Date
- Description

The data should be emailed to [srpedd@dep.state.nj.us](mailto:srpedd@dep.state.nj.us) at the same time as any analytical data (i.e. key documents PA, SI, RI, RA report, Immediate Environmental Concern Reports, LNAPL Reports, etc.) are submitted.

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## 7.0 Contact Information

### 7.1 Web Page

SRP main website: [www.nj.gov/dep/srp](http://www.nj.gov/dep/srp)

Hazsite website: [www.nj.gov/dep/srp/hazsite](http://www.nj.gov/dep/srp/hazsite)

### 7.2 Email

General Hazsite contact: [hazsite@dep.state.nj.us](mailto:hazsite@dep.state.nj.us)

Submit EDD through email to: [srpedd@dep.state.nj.us](mailto:srpedd@dep.state.nj.us)

### 7.3 Help Desk

For technical issues and assistance, please call the SRP Help Desk (609) 633-1380

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## Appendix 1

### EDSA Excel Template

SRP provides a [template](#) to make it easier to generate an acceptable EDD that will pass the EDSA7 checker. There are 6 rules that must be followed when using the template.

1. Never write directly to the original template – always use a copy of the spreadsheet;
2. Don't change the format of the template;
3. Copy and paste text only to the spreadsheet tabs. If the source is from spreadsheet cells that are not in a text format, paste what is copied to Notepad then copy the text from Notepad into the template;
4. Once data input to the template has been completed, "Save As" DTST.TXT or HZSAMPLE.TXT or HZRESULT.TXT from their corresponding tabs. Make sure the format selected is Tab-delimited Text;
5. If manual data entry is necessary, enter the information directly into the copy of the template; and
6. Finally run the EDD through EDSA7 and send it to SRP when it passes EDSA7.

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## Appendix 2: HZSAMPLE Valid Values

### MATRIX

- AIR
- BLANK
- ELUTRIATE
- GROUND WATER

- OTHER
- PRODUCT
- QC AIR
- QC SOIL
- QC WATER
- RINSATE
- SEDIMENT
- SOIL
- SOIL\_GAS
- SOLID
- SPLP SEDIMENT
- SPLP SOIL
- SURFACE WATER
- TCLP SEDIMENT
- TCLP SOIL
- TCLP WASTE
- WASTE
- WIPE

### **SAMPTYPE**

- AIR STRIPPER
- AMBIENT
- BACKGROUND
- BLANK
- BLANK - AMB AIR
- BLANK - FIELD
- BLANK - TRIP
- BUILDING FLOOR
- BUILDING WALL
- CHIP
- DEBRIS
- DRUM
- EFFLUENT
- FLOWING WATER
- INFLUENT
- INJECTION WELL
- INTERIOR AIR
- LEACHATE
- MONITOR WELL
- NEAR SLAB
- OTHER
- POTABLE WELL
- RAD SAMPLE
- SANITARY SEWER
- SEDIMENT
- SEPTIC SYSTEM
- SLUDGE
- SOILGASEXTERIOR
- STANDING WATER
- STORM SEWER
- SUBSLAB
- SUBSURFACE SOIL

- SUMP BASEMENT
- SUMP EXCAVATION
- SURFACE SOIL
- TCLP
- TEMP PILE
- TEMP WELL
- TEST PIT
- WIPE

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## Appendix 3: HZRESULT Valid Values

### RESULTTYPE – Type and Descriptions

- **A** - Analyte - refers to one of a group of targeted compounds that share similar characteristics (e.g. Volatile Organics) that can be anticipated to show up in a sample. Calibration of the laboratory instrument, using the target analyte or a compound with similar properties (a surrogate), allows for accurate measurement of the concentration of the compound and a threshold of detection (the Reporting Limit) below which the substance cannot be measured with the same level of accuracy.
- **P** - Parameter - refers to characteristics of a sample (e.g. pH, Dissolved Oxygen, Alkalinity) or to classes or summations of contaminants (e.g. total Phenolics) or to radioactive characteristics (e.g. Gross alpha) or to various fuel oils (e.g. #2 Fuel Oil).
- **T** - Tentatively Identified Compound (TIC) – A substance detected from a sample, that when measured against a “Library” of known substances exhibits characteristics similar to the known substance. It is reflected in terms of probability of matching with one (or more of the) Library substance(s). Since it was not expected in the list of targeted compounds, no calibration standards were used to measure specifically for the compound and no Reporting Limit can be assigned.
- **S** - Surrogate - A Quality Assurance/Quality Control (Q/QC) substance used for measuring the performance of the analytical instrument that is added to the sample during analysis.
- **I** - Internal Standard - describes a Q/QC substance used for measuring the performance of the analytical instrument that is added to the sample during analysis.
- **L** - Laboratory generated quality control sample - Use “L” for any laboratory-generated quality control sample that measures the performance of an analytical instrument. The “L” code will distinguish these samples from an environmental contaminant. Some possible “L” values are listed in [APPENDIX 3.5](#) as clarification.

### FILTUNFILT – Type and Descriptions

- **U** - Unfiltered
- **F** - Filtered

### QAQUAL – Type and Descriptions

- **Organic**
  - **U**-Indicates the compound was analyzed for but not detected. The sample method detection limit should be corrected for dilution and percentage moisture where required by the specific analytical method

- **J**-Indicates an estimated value. Use this flag under the following circumstances:
  1. When estimating the concentration for a tentatively identified compound (TIC) where a 1:1 response ratio is assumed, OR
  2. When the mass spectral and retention time data indicate the presence of a compound that meets volatile and/or semi-volatile GC/MS identification criteria, and the result is less than the method detection limit but greater than zero, OR
  3. When the retention time data indicates the presence of a compound that meets the pesticide/Aroclor criteria and the result is less than the method detection limit but greater than zero.

**NOTE:** The "J" reporting flag shall not be used, and the compound not reported as identified for pesticide/Aroclor results less than the method detection limit, if the technical judgment of the pesticide residue analysis specialist determines that the peak used for compound identification is from instrument noise or other interferences. Use the sample method detection limit corrected for dilution and percent moisture where required by the specific analytical method.

- **N**-Indicates presumptive evidence of a compound. Use only for tentatively identified compounds, where the identification is based on a mass spectral library search. Apply to all TIC results. Do not use for generic characterizations, such as "unknown chlorinated hydrocarbon."
- **P**-Use for pesticide/Aroclor target analytes with greater than 25% difference for detected concentrations between the two GC columns. Report the lower of the two values and flag with this code.
- **C**-Use for pesticide identification confirmed by GC/MS analysis. If the attempted confirmation is unsuccessful, do not use this flag. Use another flag defined by your laboratory for explanations.
- **B**-Use if the analyte is found in the blank as well as the sample. It indicates probable blank contamination. It warns the data user to take appropriate actions. Use for both positively identified and tentatively identified target compounds.
- **E**-Use for identification of compounds with concentrations exceeding the GC/MS calibration range for that specific analysis. Dilute the sample if one or more of the compounds has a response greater than full scale, and reanalyze. Flag such compounds with "E." If the dilution of the extract caused any compound identified in the first analysis to fall below the calibration range in the second analysis, flag the results for the second analysis "D." Affix the "DL" suffix to the sample number of the diluted sample and report both analyses.
- **D**-Use for identification of compounds in an analysis at a secondary dilution factor. Flag if a sample or extract is reanalyzed at a higher dilution factor. Flag the reanalyzed sample or extract with "DL." This alerts the user that there are discrepancies between reported concentrations possibly due to the dilution.
- **A**-Indicates that the tentatively identified compound is a suspected aldol condensation product.

- **Inorganic**

- **E**-The reported value is estimated because of interference. Include an explanatory note in the nonconformance summary if the problem applies to all the samples, or in the individual form if it is an isolated problem.
- **M**-Duplicate injection precision not met.
- **N**-Spiked sample recovery not within control limits.
- **S**-Reported value determined by the "Method of Standard Additions" (MSA).
- **W**-Post digestion spike for Furnace AA analysis not within control limits, absorbance is less than 50% of the spike absorbance.
- **\***-Duplicate analysis not within control limits.
- **X**-Ion chromatographic peaks outside the 5% acceptance window.
- **+**-Correlation coefficient for the MSA is less than 0.995.

### **QUANTTYPE – Type and Descriptions**

- **PQL** -Practical Quantitation Level
- **CRQL** -Contract Required Quantitation Level
- **CRDL** -Contract Required Detection Limit
- **MDA** -Minimum Detectable Activity (Radiochemistry)
- **IDL** -Instrument Detection Limit
- **RL** -Reporting Limit
- **RL-PPBV** -Reporting Limit parts per billion volume
- **RL-UG/M3** -Reporting Limit micrograms per cubic meter
- **LOD** -Limit of Detection
- **LOQ** -Limit of Quantitation
- **EQL** -Estimated Quantitation Limit
- **MQL** -Minimum Quantitation Limit
- **SDL** -Sample Detection Limit
- **SQL** -Sample Quantitation Limit

## **Appendix 3.1: Possible laboratory-generated quality control sample values**

### **RESULTTYPE – Type and Descriptions**

- Laboratory Replicate
- Laboratory Duplicate
- Laboratory Fortified Sample Matrix Spike (LFM)
- Laboratory Fortified Blank (LFB)
- Matrix Spike (MS)
- Matrix Spike Duplicate (MSD)
- Laboratory Control Sample (LCS)
- Laboratory Control Sample Duplicate (LCSD)
- Preparation Blank
- Extraction Blank
- Method Blank (MB)
- Laboratory Reagent Blank (LRB)
- Instrument Blank (IB)
- Calibration Blank (CB)
- Initial Calibration Verification (ICV)

- Continuing Calibration Verification (CCV)
- Blank Spike (BS Or LCS)
- Blank Spike Duplicate (BSD Or LCSD)
- Reporting Limit Laboratory Control Sample (RLLCS)
- Quality Control Sample (QCS, A Blind Sample Generated By A Third Party Outside The Laboratory)